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1.0 OVERVIEW

1.1 We have conducted the internal audit of **New Era High School** for the period April to November 2005.

1.2 Our professional staff visited the New Era High School at Panchgani to conduct the above assignment from **10th January 2006 to 22nd January 2006**. Further, the data collected was analysed in detail at our office for ascertaining the facts and trends in order to arrive at the conclusions and recommendations.

1.3 **Audit Areas:**

- Fees and other receipts
- Recoveries from Students
- Non chargeable Items
- Internal Processes and Controls
- Ledger Scrutiny

1.4 During the course of our Internal Audit, we have held discussions with the designated officers of:

- Accounts
- Stores Department
- Kitchen Department
- Repairs & Maintenance Department
- Legal & Personnel Department
- Sports Department.

1.5 Observations made in respect of the above areas are given in detail in this report.

2.0 EXECUTIVE SUMMARY

2.1 Fees and other receipts: *(Refer Page 05)*

- Fees amounting to Rs 14.77 lacs are recoverable from foreign students albeit the School has a policy of collecting 100% fees from foreign boarders at the time of admission.
- Month wise recovery chart was devised which reveals that around 93% of Total fee is received by the month of July.

2.2 **Recoveries from Students:**

- The rates charged for uniforms are not standardized. We have recommended alternatives for standardizing rates. *(Refer Page 08)*

2.3 Non-chargeable items:

- Stores-residential and stores-stationary have supplied non-chargeable items amounting to Rs 99,869/- (7% of purchases) and Rs 5, 44,519/- (30% of purchases) respectively during the audit period. Management needs to verify whether consumption of such items is within acceptable limits. *(Refer page 12*)

2.4 Internal Controls and Processes:

- We have observed following weaknesses in internal controls and management of school resources:
  - Lack of Management Information System (MIS)
  - Lack of appropriate documentation: there are instances where no quotations are invited from dominant suppliers. *(Refer page 20)*
  - Inadequate contract management: no contracts with outside contractors for repair and maintenance work carried in the school*. (Refer page 27)*
- We have recommended some reports to strengthen the MIS of the school. These are:
  - Anticipated Revenue Statement *(Refer page 5)*
  - Monthly stock statement for Stores and Maintenance Dept.*(Refer Format 2)*
  - Monthly Budgets including variation report *(Refer page 28*)
- We recommend inviting quotations for all purchases, enabling school to create arrangements to support a multiple-supplier environment, and thus improving the choices available to the school.

2.5 Ledger Scrutiny:

- Expenses amounting to Rs 4.72 lacs not booked, although payments have been made. *(Refer Page 29)*

Potential Risks:

- Chances of Duplicate payments.
- The accounts will not reflect true and fair picture

- Expenses of capital nature amounting to Rs 6.83 lacs is shown as revenue item, which should be capitalized *(Refer Page 30)*
- TDS not deducted on payments amounting to Rs 3.70 lacs. *(Refer page 31)*
- Expenses of Rs 15.37 lacs (as per sample) are booked directly through bank without routing the same through the account of the supplier. *(Refer Annexure 3)*

3.0 FEES AND OTHER RECEIPTS:

3.1 Total Fees Receivable: 2005-06

Particulars	Students		Total Fees				Fees Outstanding	
	No.	%	Op. Bal	Total Fees	Total Other	Gross Total	Amt (Rs)	%

Primary								
Indian Boarders	203	26	(136,592)	17,918,000	1,424,260	19,205,668	2,655,395	3.53
Foreign Boarders	9	1	290,288	1,749,470	121,891	2,161,649	410,538	0.55
Day Scholars	18	2	10,380	349,750	35,864	395,994	122,894	0.16
Staff Children	27	3	(25,276)		60,951	35,675	4,637	0.01
Concessions	0	0	0					0.00
Total	**257**	**33**	**138,800**	**20,017,220**	**1,642,966**	**21,798,986**	**3,193,464**	**4.24**
Secondary								
Indian Boarders	431	55	2,027,623	40,587,000	4,759,749	47,374,372	7,197,569	9.57
Foreign Boarders	16	2	(427,008)	4,226,160	242,656	4,041,808	1,067,360	1.42
Day Scholars	28	4	175,649	378,750	65,778	620,177	169,495	0.23
Staff Children	32	4	(8,349)		88,704	80,355	12,401	0.02
Concessions	14	2	210,641	951,850	162,308	1,324,799	273,984	0.36
Total	**521**	**67**	**1,978,556**	**46,143,760**	**5,319,195**	**53,441,511**	**8,720,809**	11.59
Grand Total	**778**		**2,117,356**	**66,160,980**	**6,962,161**	**75,240,497**	**11,914,273**	**15.83**

Source: Accounts Dept

Notes:

- Fees outstanding are as on 30th November 2005.
- Other Fees include extra tuition fees, notice fees etc

3.2 Observations:

- Total fee receivable for the year 2005-06 is Rs. 7.52 crores
- Around 3% of total students are foreign boarders, who contribute around 8% to total fee receipts.
- Around 16 % (Rs 1.19 crores) of fee is yet to be recovered from the students.
- Fees amounting to **Rs 14.77 lacs** (Primary + Secondary) are recoverable from foreign students albeit the School has a policy of collecting 100% fees from foreign boarders at the time of admission.
- **Month wise recovery status:**

  Methodology:

- The accounts department (as per the format given by us) furnished details of month wise fee receipts for FY 2004-05 & FY 2005-06.
- On the basis of the said report, a comparative statement was prepared. (as below)

Month wise recovery chart (% to total fees):

Months	2005-06	2004-05
May	10.51	0.85
June	28.61	86.67
July	56.64	3.13
August	0.69	3.42
September	0.63	0.01
October	-0.06	0.46
November	0	0.54

Note: total fees include only annual fees. Other fees have been excluded.

Observation:

Around 93% (Average of both years) of Total fee is received by the month of July.

- **Recovery efforts:**

The accounts department prepares students outstanding report once in a fortnight. On the basis of this report the management delivers written intimations to parents of the students whose fees are due. Normally parents of the students having more than Rs 15000/- due are sent reminders for payment.

Recommendations:

- The recovery effort by management is satisfactory. In addition to the report generated by the accounts, we recommend an overall report show casing student's outstanding category wise be generated monthly. (Refer above Total fees report) Such a report should be a part of the monthly MIS reports. This will enable management to have a better view of the fees outstanding and also to measure overall recovery efforts.

Management's Response: *Since the Academic Year is coming to a close, the Finance Department has taken all the necessary steps to ensure that all the students settle all outstanding dues by 31st March. As for the Total fee report, it will be implemented as recommended.*

- We further recommend that account summary of every student (Specifically Boarders-Indian and Foreign) be sent once in a quarter to their respective parents. This will result in the following:
  - Parents will have a better clarity of the outstanding dues towards the school, especially in the case of primary students who are unable to confirm their balances from accounts department and communicate the same to their parents.
  - It will ensure that student database is updated every quarter by accounts department.

Management's Response: *The Finance Department sends out the Statement of Accounts to the parents almost on a quarterly basis. Generally, it is printed as send along with the first unit test, 1st term examination, 2nd Unit test and the 2nd Term Examination report cards.*

- We recommend preparing a list of students offered concessions and scholarships. The said list should be a part of MIS reports to facilitate management committee review.

Management's Response: *We attached herewith a list of students offered concessions and scholarships for period 2005 – 2006. This list is generally reviewed at the beginning of the year.*

4.0 RECOVERIES FROM STUDENTS:

4.1 Current Practice:

The school provides items like uniforms, books, toiletries, sport outfits etc. to students, for which the school charges 15% over and above the cost.

4.2 Observations:

- Random checking was done to confirm the rates charged for the supply of various items to the students.

Particulars	Cost (Rs)	Charged (Rs)
Residential Stores		
School Uniforms (Rate/mtr)		
Suiting	136.25	157.00
Blue Line Shirt	38.00	44.00
White Cloth	39.00	45.00
Grey Cloth	102.75	118.00
Night Dress	270.40	309.00
Dhobi bags	85.00	98.00
Sports Baniyan	100.00	115.00
Sweater	170.00	196.00
Stationary		
Jumbo Register	24.25	28.00
Pilot pens	21.00	28.00
Non dust eraser	2.65	3.00
Sharpeners	2.50	3.00
Geometric Box	47.00	51.00
Biology Text	100.00	115.00
English Text (Std II)	64.00	74.00
Atlas Book	40.00	46.00
English text (STD VI)	85.00	98.00
Exercise Book-200 pgs	17.42	20.00

The amount for Night Dress was undercharged by Rs 2/-, which should have been charged at Rs 311/-. This has reduced collections by Rs 2056/- (Quantity supplied 1028). The other items as per the sample were found to be accurate i.e. at 15% margin.

- **Uniforms:**

In depth scrutiny of uniform stock has led to following observations.

(a) There is an accumulation of Dead stock (non moving) amounting to Rs. 46,480/-

Particulars	Qty	Rate	Amt (Rs)
Boys School Pant	62	200	12400
Boys School Shirt	107	125	13375
Girls Uniform	39	225	8775
	29	125	3625
Grey Outing Uniform Boys	48	170	8160
Grey Outing Uniform Girls	1	145	145
			46480

The basic reason identified for dead stock is cancellation of orders by students.

Recommendation:

- The school should ensure that order once placed by students, should not be cancelled. In case of order cancellation the school should charge students amount equivalent to the cost borne by the school.

Management's Response: *The above dead stock was carried forward from the last four years. The School's policy is to place orders with the tailors and distribute the same to the students directly. The dead stock items will be disposed off to the students during the next academic year.*

(b) No standard rates are applied for charging students for uniforms. The amount to be charged is calculated taking into account the material cost and the stitching charges for every student (15% margin is added to the cost so derived). Thus every student is charged differently. This is leading to following administrative difficulties:

- Cumbersome job of calculating charges for every student by stores department.
- Accounts department is required to verify each and every amount, before entering it in the accounts book.

Recommendation:

- The rates charged for uniforms should be standardized. We recommend following alternatives for standardizing rates.

Alternative 1:

Have common charges for students grouped on the basis of their classes, like 1-4 std, 5-7 std, 8-10 std.

Alternative 2:

Students could be charged on the basis of sizes of the uniforms. (For this purpose the school will require to instruct the tailor to label sizes on the uniforms, which fall in the particular range of measurements.)

Adhering to the above recommendation will effect in the following:

- Chances of human errors in calculation and accounting will be minimized. (As in the case of Night Dress)
- Will ensure ease in cross verification of amount charged.
- Administrative efforts will be significantly reduced.

Note: Although both alternatives mentioned above are feasible and effective, we strongly recommend *Alternative 1* to standardize school uniform rates.

Management's Response: *From the next academic year 15% margin will no longer be added to the cost. As per your recommendation we will adopt your Alternative 2, since we are no longer charging the 15%. Furthermore, the students' uniforms are of varying sizes.*

5.0 NON-CHARGEABLE ITEMS

5.1 Observations:

- Non-Chargeable items are items provided by stores (residential and stationary) and sports department, the cost of which is borne by the school. It includes stationary items to teachers and staff, items to dorms like bedsheets, blankets etc.
- Toiletries and residential items are provided only to principal and administration head and not to other resident staff and teachers.
- Stores and sports department do not maintain separate records in case of non-chargeable items issued.

  Recommendations:

  - Separate Ledger should be maintained by respective departments for non-chargeable items.

    Note: On the basis of recommendation given during audit, the stores (stationary) department has initiated maintaining separate ledger for non-chargeable items.
  - Consumption report for the non-chargeable items should be generated on a monthly basis by the respective departments. The said report should be a part of the monthly MIS. This will enable management to track consumption of such items and to exercise control on items surpassing budgeted limits.

Management's Response: *Since we are migrating to Tally 7.2 accounting software from 1st of April 2006 these reports will be generated by the accounting software. We will be able to track consumption of such items department wise and to exercise control on items surpassing budgeted limits.*

5.2 Consumption Report:

- During audit a detailed consumption report on for the non-chargeable items for the period April to November 2005 was generated. (The copy of which has been separately submitted to management).

- **Methodology:**
  - Stores Department prepared the consumption report on the basis of format given by us.
  - Month wise issues for non-chargeable items were determined.
  - The report was manually generated, as systems in stores department are not computerized.
- The report includes 278 items and 49 items of stationary and residential stores respectively.

- **Report Summary:** ***Analytical Review***

Stores-Residential	**Amount (Rs)**		**% Break Up**
Total Purchases		**15,16,921**	100.00
Total Recoveries	15,58,539		102.74
Cost	13,55,251	**13,55,251**	89.34
15% margin	2,03,288		13.40
Non Chargeable Items		**99,869**	6.58
High Expenditure months			
July	28,566		1.88
August	25,237		1.66
November	26,679		1.76
Highest consumption item wise			
Bed Covers (@Rs 150)	13,950		0.92
Counterpens (@Rs 160)	28,960		1.91
Mechanical Dress (@ Rs 475)	23,750		1.57
Stores- Stationary	**Amount (Rs)**		**% Break Up**
Total Purchases		**17,87,144**	100.00
Total Recoveries	14,18,285		79.36
Cost	12,33,291	**12,33,291**	69.01
15% margin	1,84,994		10.35
Non Chargeable Items		**5,44,519**	30.47
High Expenditure months			
June	90,953		5.09
July	1,33,422		7.47
October	72,431		4.05

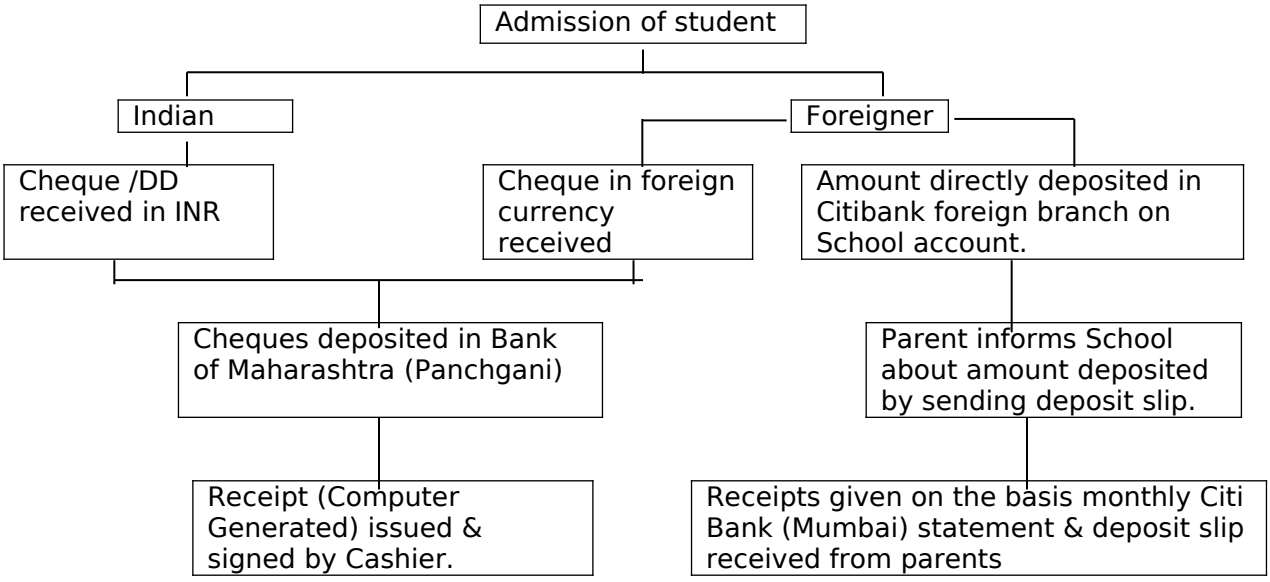
- The above analysis reveals that stores-residential and stores-stationary have supplied non-chargeable items amounting to Rs 99,869/- (7% of purchases) and Rs 5,44,519/- (30% of purchases) respectively. The management needs to verify whether the consumption of such items is within acceptable limits.

Management's Response: *From April 2006 onwards we will be computerizing the inventory. Various reports will be generated department wise and we will be able to verify whether the consumption of such non-chargeable items are within acceptable limits.*

6.0 INTERNAL PROCESSES AND CONTROLS:

6.1 Revenues:

6.1.1 Current System Flow:


Admission of student
Indian
Foreigner
Cheque /DD received in INR
Cheque in foreign currency received
Amount directly deposited in Citibank foreign branch on School account.
Cheques deposited in Bank of Maharashtra (Panchgani)
Parent informs School about amount deposited by sending deposit slip.
Receipt (Computer Generated) issued & signed by Cashier.
Receipts given on the basis monthly Citi Bank (Mumbai) statement & deposit slip received from parents

6.1.2 Sample Selected for verification:

Cash Receipts.

Total		**Vouchers verified**			
Nos.	Amount Rs.	Nos.	%	Amount Rs.	%
179	178918	30	17	138248	77

Bank Receipts

Total		**Vouchers verified**			
Nos.	Amount Rs.	Nos.	%	Amount Rs.	%
1229	66936734	228	19	15862037	24

Student files

Total	**Files verified**	
Nos.	Nos.	%
778	42	5

6.1.3 Observations:

- The school has a policy of collecting fees only by DD/Cheques. Principal's approval is required in case fees are to be collected in cash. We have some instances where fees are received in cash without written approval from the Principal. *(Refer Annexure 2)*
- The school has the policy of collecting fees in lump sum. The student availing installment facility requires Principal's Approval. Following are

the cases where students are allowed installment facility without written approval of the Principal.

Name of Student	**Approval**
Sakshi Gurnani	
Sanjana Arora	
Sagarchand Agarwal	
Anuj Gupta	
Harshita Goenka	Mr. Santhanasamy
Chirag Jasuja	
Nakul Mishra	
Jenil Patel	
Aniket Thormote	
Pratik Patel	

Recommendation:

The approvals given by the Principal should be documented to authenticate the transaction.

Management's Response: *Verbal approvals of the Principal or HOD, Finance are taken before accepting cash receipts. With regards to collection of fees in one lump sum especially for new students, the Principal or the designated person will give the approvals from now on.*

6.2 Bank Reconciliation:

- BRS for United Western Bank (Current Account- 52) and Bank of Maharashtra (Saving Account –71) for the period April to November 2005 were verified.
  No discrepancy was found.

6.3 Petty Cash (Kitchen)

- Kitchen department maintains a balance of Rs 10000/- (normally replenished twice or thrice a month) for petty cash expenses like gas bill payments and other small purchases.
- The Kitchen department submits a report on petty cash expenses to accounts.
- The kitchen department maintains no separate petty cash book.

Control measures to be practiced by management:

- Accounts department should verify that all expenditures are adequately supported.
- In case of reimbursements, staff signature should be taken.

Management's Response: *The Finance Department receives almost every week a Petty Cash Statement. The expenses are verified against the supporting documents and signatures are obtained when it is reimbursed.*

6.4 Assets:

6.4.1 Asset Register:

Observation:

No Asset Register is maintained by the school.

Effects:

- Difficulty in keeping track of details like price, quantity, location (especially in case of portable assets like computers) etc of the assets.
- Necessary information on movements of portable assets from one department to another will not be available.
- Physical Verification of Assets will be a difficult/futile exercise if Asset Register is not maintained and updated.
- Risk of loss/theft of asset.

Recommendations:

- All school assets (fixed and portable) with its value should be recorded in an inventory or asset register and kept securely in the school premises (preferably in the main building).
- Principal (or any personnel appointed) should ensure that there are regular checks of all items of school property (at least once in a quarter), that their location is recorded, and that they have appropriate insurance cover.
- The management should ensure that in case of change in asset structure (purchases or sale of assets), the asset register is updated.

Management's Response: *Asset Register has been maintained up to the period 2003-2004. We are in the process of updating the Asset Register for the remaining period in a new format that would be recommended by our Statutory Auditors. We have also been maintaining a separate record with all relevant details as mentioned above. These are maintained by a separate unit which is called the Asset Inventory Unit. This Unit is regularly undertaking regular checks of all items of school property. Lost items are being charged to the employee responsible for the items. This Unit also monitors the Returnable Gate pass and ensures that inventory taken out for repairs are returned*.

6.4.2 Inventory:

Observations:

Kitchen, Stores, Maintenance and Sports Department(s) maintain stock.

We had physically verified stock for the above-mentioned departments on a sample basis. Following are the observations:

Particulars	As per Books	As per verification	Variation
Sports Department as on 14/01/06			
Football Shin Guards	25 pairs	25 pairs	-
Hockey Sticks	175	180	+5
Sleeping Bags	42	42	-
Cricket Uniforms	40	38	-2
Skipping Ropes	50	50	-
Kitchen Department as on 20/01/06			
Capsicum Sauce	2 bottles	5 bottles	+3
Ghee	10 Packs	10 packs	-
Haldi Powder	7.5 kg	9.5 Kgs	+2
Jam	28	28	-
Maida	41	41	-
Oil	72 tins	72 tins	-
Tea powder	21.5 kgs	19.5 Kgs	-2
Pickle	25 kgs	25 Kgs	-
Tomato Sauce	10 bottles	10 bottles	-
Masoor Dal	53.5 Jars	50 Jars	-3.5
Maintenance Department as on 18/01/06			
Waterproof fitting	31	31	-
60 W bulb	1	2	+1
Wooden Switch Board	5	6	+1
Choke	24	30	+6
Locks	88	88	-

Variations were observed in some cases. Reasons for variations identified were:

- Stock Register not maintained on day-to-day basis.
- Inappropriate stocking of goods, especially in case of sports department where old stock is mixed with new stock.

Potential Risk: *Due to non-updating of books*

- Mismatch in physical stock and stock as per books, leading to limited control over stocks.
- Lack of control over stocks of materials and other consumables results in loss and waste, which further leads to
  - Stock being unavailable when needed
  - Overstocking
  - Fresh purchases although old stock available. (Refer Specific Observation below)

Specific Observation:

Following is the list of items purchased although stock is available.

Particulars	Purchase during year Qty	Old Stock	Old Stock Amount Rs.
Wall Fan	12	13	17485
Exhaust Fan	2	7	6965
Pedestal Fan	3	1	1550
Room heater	4	1	575
Washing Machine	5	1	6500
Water Meter 1 ½"	2	5	21250
Water Meter 1"	4	4	5400
Wall Clock	21	1	1095
Ceiling Fan	12	1	960
Total			**61780**

Recommendations:

(a) Respective departments must update stock register on a daily basis.

Management's Response: *As we would be computerizing the inventory items from 01 April 2006, we would be able to resolve most of these problems. We have checked with the Maintenance Stores regarding the above stock and it was reported to us that most of the above stock was issued to the departments and stores. The following is the stock balance as of 12 March 2006:-*

Wall fan	*9 Nos*
Pedestal Fan	*Nil*
Ceiling Fan	*8 Nos*
Exhaust Fan	*4 Nos.*
Room Heaters	*Nil*
Washing Machine	*Nil*
Wall clock	*2 Nos.*
Water Meters 1½"	*Nil*
Water Meter 1"	*Nil*

(b) Generating Stock Reports:

- The departments maintaining stocks viz., Kitchen, Stores and Repairs & Maintenance should physically verify stock on a monthly basis. The report on the basis of physical verification be generated and submitted to management. Such report should be a part of monthly MIS reports. (For details refer "Stock Report" below)

- We further recommend that the physical verification be done on a quarterly basis by personnel independent of the concerned department.

Management's Response: *Physical verification will be carried out on a quarterly basis as recommended.*

Stock Report: *generated during the audit.*

The report on closing stock was generated for repairs and maintenance department, the copy of which has been submitted to management.

- **Methodology:**
  - Maintenance Department prepared the closing stock report on the basis of format given by us. *(Refer Format 2, page __)*
  - Physical Verification of 392 items was done. The quantities were matched with the stock ledger.
  - Variations found are reported below.

- **Variation Report:** (as on 17th January 2006)

Sr No	Particulars	Quantity		Variation		
		Actual	As per book	Qty	Rate/ unit	Total Rs.
1	Mosquito Machine	50	48	2	53	107
2	Plastic Dom	10	22	(12)	90	(1080)
3	2" Tube fitting	34	33	1	155	155
4	Tube	38	37	1	34	34
5	4" Tube fitting	66	64	2	195	390
6	Flexible Wire	6	5	1	285	285
7	PVC switch board	94	92	2	65	130
8	Wooden Switch Board	6	5	1	18	18
9	60" Bulb	2	1	1	8	8
10	Switch	80	78	2	11	22
11	Starter	307	299	8	8	60
12	Choke	26	24	2	84	169
13	Ceiling Rose	74	73	1	11	11
14	15 Amp. Plug	25	21	4	65	260
15	15 Amp. Switch	16	14	2	40	80
16	Insulation tape	48	50	(2)	8	(16)
17	PVC Square Box	72	54	18	4	72
18	Gang Box	157	130	27	10	270
19	Halogen Tube	31	27	4	615	2460
20	Tester	12	14	(2)	30	(60)
21	Spot light	8	9	(1)	24	(24)
22	MCB Box	12	10	2	875	1750

23	Wall light Bulb	6	9	(3)	22	(66)
24	Pipe Rod	30	29	1	250	250
25	Wielding Glass	19	11	8		0
26	Rat killer Cake	27	29	(2)	32	(64)
27	Wielding Rod	37	38	(1)	125	(125)
28	Car Patch	11	10	1	75	75
29	Toilet Seat Cover	7	3	4	46	184
30	Water Meter	2	1	1	5962	5962
31	PVC & Cap.	16	15	1	8	8
34	Bracket	10	5	5	35	175
35	Teflon tape	18	20	(2)	10	(20)
36	Gally Trap	2	7	(5)	60	(300)
37	Brush 3"	5	8	(3)	120	(360)
40	Whiting	4	3	1	90	90
41	Apco (0958) Folio 1332	80	100	(20)	2760	(55200)
42	Candle	14	7	7	13	91
					Total	**(44199)**

Management's Response: *The variations were mainly due to issues and goods received that were not recorded. We will be computerizing the stock. We will be able to physically verify the stock on regular basis. The above variations will be reduced to a minimum.*

6.5 Purchase System:

Existing Process:

(a) The school has formulated a Purchase Department to facilitate centralized control on purchases.

Note: Central Purchase Department has been formulated on the basis of our recommendations given in a previous assignment wherein we had designed a general purchase framework for the school.

(b) Material Requisition:

Individual Department (except Kitchen Department)completes standard pro forma requisition forms signed by HOD and forwards it to Purchase Department.

(c) Quotations:

The practice of inviting three quotations (if amount is above Rs 5000/-) is not adhered in case of some major suppliers, between April-Nov 2005. Following is the list:

Particulars	Total Purchases Rs.
Stationery & Residential	
Lucky Stores	2,749,880
Duggal Stores	430,668
Sneh Enterprises	672,344
Total	**3,852,892**
Kitchen	
Z. M. Lalwani	424,999
D. A. Bagwan	375,774
Jayantial & Co.	492,251
Lucky Bakery & Restaurant	412,962
Total	**1,705,986**

Potential Risk:

- Lack of competitive environment will lead to failure in achieving best value for purchases.
- Without inviting formal quotations there is no certainty that the best suppliers are chosen.

Recommendations:

- School should seek competitive quotations for all type of purchases. In case of inability in inviting quotations due to limited local suppliers, quotations from outside suppliers (say Pune or Satara) may be invited on regular basis (quarterly recommended). This will ensure that the prices quoted by local dominant suppliers are fair and just. This will further ensure competitive pricing and better discounts.

  Specific:

  As per the sample study the average discount given by Lucky Stores is around 14%. (Refer Annexure 1) As quotations from other suppliers are not available the adequacy of discount given by existing supplier (in this case Lucky Stores) is unverifiable.

- Comparative Statement of the quotations invited should be prepared to facilitate management review. Once the authorities approve a specific quotation, the basis of selection of quotation (like lowest price, better quality or service) should be documented on the comparative statement.
- In case of approved suppliers (who supply material on a regular basis) price list or quotation must be obtained periodically.

  Specific: The school purchases steel from Modern Steel Traders. Steel is a price sensitive item. The trader charges according to the existing market price (which is unverifiable as no quotation is given by the supplier). We recommend that school may obtain quotation for a specified period (one month). The supplier should adhere to the rates specified in the quotation irrespective of change in market prices. This will ensure transparency in pricing and better accountability from supplier.
- Another reason for getting price list from the supplier is to confirm the prices of products where their MRPs are not printed. Following are the products observed where MRP was not printed:

Carbon Box	Box Files
Type writer Ribbon	Flat Files
Stapler Machine	Plastic Folder
Cloth Duster	Plastic Files
Fax Roll	Blue Stencils
Chart Papers	Velvet papers

- In case of verbal quotations, the details of the verbal commitments given by supplier must be entered by Purchase Department while preparing Purchase Order. This will assist authorities in confirming the prices and other details while authorizing PO and Invoices.

Management's Response:

Generally the recommendations given above will be adopted. However, the management has noted the practical difficulties in obtaining quotations and these are listed below.

(a) *In the beginning, suppliers are willing to give quotations but once they know that we are buying from local suppliers and that we are obtaining quotations for the purpose of comparison, then they refuse to give quotations after that.*

(b) *In cases of emergencies, we do not even get time to make Purchase Order. Purchases are very urgent and it is immediately ordered by telephone.*

(c) *Regarding vegetable purchases, Mr. Bagwan is the only vegetable supplier in Panchgani and he is more or less following the market rates.*

(d) *Jayantilal and co. 's quotation is available.*

(e) *Food, grains and some eatable items rates goes up and down. To obtain quotations for these items can be difficult.*

(f) *During the month of September 2005, the Purchasing Department was established and since then we have been obtaining quotations for as many items as possible. We have been comparing the rates and we have been purchasing the items based on the not only the rates but also in terms of support and service.*

(g) *In the case of Lucky Stores, some years ago the management committee had appointed Lucky Stores to supply stationery, maintenance, toiletries, and kitchen supplies. This was mainly because Lucky stores were passing on the maximum discount on the items supplied. Furthermore, Mr. Shahram Javanmardi has also been negotiating and advising us on many other school purchases where he is directly not involved.*

(d) Preparation of PO:

- We observed that no PO's are prepared by the Kitchen Department in case of Daily purchases like milk, gas and Non-Veg Items. The department finds it cumbersome to prepare PO's for daily purchases.

Recommendations:

We recommend that the Kitchen Department should raise Standing Purchase Orders (i.e. PO's raised on period basis say for a week or month) or Fixed Purchase Orders (i.e. PO's raised for a fixed quantity).

The copy of the same should be attached to the bills when sending to accounts for payments. **Effects:**

  - No daily PO's will be required to be generated, thus saving time and paper work.
  - Will assist accounts and approving authority to track purchases on the basis of PO's.
  - Preparation of weekly or monthly PO's will require Kitchen Department to plan for a week or month. Thus will lead to better advance planning in alignment with the budgeted amounts.

- We also observed that the Kitchen department prepares PO (Order Form) in case of local purchases after the receipt of Material from the supplier. For instance in case goods

amounting to Rs 44886/-purchased from Lucky Stores (voucher dated 11/07/05) the order form was prepared after the receipt of bill from the supplier.

Recommendation:

This practice should be stopped, as the basic objective in preparing PO is defeated. PO (Order Form) should be always prepared and sent to supplier while placing order to the supplier. Exceptions if any should be specifically approved by the Principal.

Management Response: *The practice of preparing order forms after the receipt of goods has been stopped. Purchase orders are now prepared before goods are being ordered. Where the suppliers are regularly supplying items to the school, such as bread, vegetables, milk, etc. we will consider your recommendation of issuing a standing Purchase order and will implement it in stages.*

- The Purchase department should always include rates (as per quotation) while preparing PO. We have some instances where rates were not mentioned in the PO.

Date	V. No.	Particulars	Amount Rs.
29.10.2005	JV 42	Hind Tailors	13179
23.7.2005	JV 92	Prashant Tailor	29735
31.08.2005	MBP 160	Prashant Tailor	31875
02.09.2005	JV 05	Shreeniwas Tailors	73030

Management's Response: *This is being implemented.*

(e) Preparation of GRN:

GRN is prepared by department (signed by department head) on receipt of material. We observed that no separate GRN is prepared in case of daily consumable items by Kitchen department. The quantity of material accepted is confirmed (by just ticking) on the delivery challan given by the supplier.

Following is the list:

Date	V. No.	Particulars	Amount Rs.
7.7.2005	PLR 3	Ayub Y Sheikh	5995
30.4.2005	PLR 9	Bagwan D. A.	17206
15.5.2005	PLR 2	Bagwan D. A.	24638
31.7.2005	PLR 9	Bagwan D. A.	70362
21.8.2005	PLR 1	Century Foods	2160

Recommendation:

Separate GRN should be prepared every time on receipt of material from supplier.

Management's Response: *This recommendation has been adopted and is being implemented.*

- **Related to GRN format:**

  We have closely observed the format for GRN. There is no column stating rejected goods.

  Recommendation:

  The GRN should have a column where material rejected could be entered.

  Management's Response: *The current practice is for us to make correction on the invoice itself and then record it on the GRN and issue the payment. We have also checked with our Statutory Auditors and they do not have any objection to the above method.*

General Recommendations:

- Prior to placing an order purchase department should ensure that the item/service is necessary and as per the budgeted limits.
- All orders include a full description and agreed price to facilitate accurate checking of deliveries and invoices.

Management's Response: *Will be implemented in stages.*

(f) Payments:

Current System:

- Bill received from Creditor.
- Quantity in Bill checked with GRN by concerned Dept. Head.
- Delivery Challan, GRN, & Purchase Order attach to bill.
- Account Dept. verifies rate applied in Bill by comparing it with purchase order.
- Payment authorised by Principal
- Cheque signed by Principal, Mr. S. Chaudhari or Mr. Shahram J. (any two)

Recommendations:

- We recommend that duties be separated for the procedure for ordering goods and services and the payment of the subsequent invoice.

- Once the payment is done the accounts department stamps as paid on the voucher. It is recommended that along with the voucher even PO should be stamped to avoid duplicate payments.

Management's Response: *We are in the process of developing a system where the duties would be separated for the procedure for the ordering the goods, the receipt thereof and the payment thereafter.*

With regards to stamping the Purchase order when payment is being processed, it shall be implemented.

6.6 Issue Procedure: to students and staff.

In case of chargeable items to students:

- Student's requisitions are entered in the Stationary issue Register maintained by the class teacher.
- Material Issue Slip along with the Ledger sent to Stores Department, on the basis of which stores sends the material to class teacher for distribution amongst students.
- Once material is received student signs the ledger, which is then sent to stores for charging.
- The store department sends the completed charge sheet to accounts on a quarterly basis.

Recommendation:

The charging sheet should be sent on a monthly basis to assist timely booking of charges by accounts department to individual student account.

Management's Response: *We are in the process of computerizing the inventory. Once it is completed, the respective departments can enter the charging sheets directly.*

In case of individual purchases (students):

- Material issued to students against Cash Memo (payment advice)
- Material issued only when the payment advice is stamped by the accounts department.
- In case of cash purchases the accounts department immediately passes entry in accounts book (EX).
- In case of items to be charged, JV is passed.

Items to staff/teachers/other departments:

- Material issued only against the material requisition slip signed by HOD.
- The stores department prepares material issue slip while issuing material
- The Issue procedure and controls practiced are satisfactory.

6.7 Maintenance Department:

Scrutiny of work orders in case of outside contractors was done on a sample basis to verify,

- Accuracy of work done (measurement)
- Preparation of necessary documents.
- Adequate approvals taken.

6.7.1 Sample Selected

Sr	Party Name	For department	Amount (Rs)
1	Prakash Dangiste	Up Udyan	166703
2	Shankar Wadkar	Muhajir Dorm	83077
3	Modern steel Traders	Computer Lab	47341
4	Ramakant Kalambe	Rezwan Dorm	6500
5	Ashok Mandhare	Main office	6570

6.7.2 Observations:

- The work done was measured and found to be correct.
- No work order was raised in case of Ramakant Kalambe. The work to be done was verbally communicated by the maintenance department.
- In case of Ashok Mandhare the work order was given to the contractor without the approval of maintenance department. Although work is verified by maintenance department after its completion.
- No contracts are signed with the outside contractors for the maintenance work to be carried.

Recommendations

- Work order should be raised for the work delegated to outside contractor. Accounts department and approving authority before payments should ensure that every bill is supported by work order.
- Every maintenance or job work to be carried should be routed through maintenance department before its commencement.

- **Management's Response:** *Contract Job Order have been implemented. All job work to be carried routed through maintenance department before its commencement.*

- **Contractual Agreement.**

  We recommend that school should enter into an agreement with the contractor for any maintenance job work over Rs. 5,000/-.

  The agreement should mention the completion date and quality specifications.

  The agreement should also include following aspects:

  - Financial
  - Technical
  - Support
  - Procurement

  There should be monitoring arrangements in place to ensure that contracts are completed in accordance with the contract specification.

Management Response: *Recommendation will be adopted and implemented.*

6.8 Budgetary Control:

- The school prepares an annual budget, which is sanctioned by Board of Trustees.
- We have observed the format and contents of the Budget and found the same satisfactory.
- No budgets are prepared on the monthly basis.

Recommendations

- The school should prepare budgets to include all sources of income and expenditure on a monthly basis. (Annual budget format can be used to prepare monthly budget).
- Variation reports should be generated comparing actuals with budgeted amounts.
- The report be discussed with management (on quarterly basis) to identify reasons for variations and to initiate control measures if required.

- On the basis of quarterly variation report the management should initiate preparing revised budget for remaining quarters of the financial year, considering rational future estimations and adjusting the gap created due to the variations in the present quarter in the future quarterly estimations. Thus the school should introduce practice of preparing Latest Estimates and Rolling Budgets for effective budgetary controls.

Management Response: *Recommendation will be adopted and implemented.*

Specific Observation: Budget 2005-06

Budgeted expenses for Bread/Biscuits purchase, for the year 2005-2006 is Rs. 5,50,000/- However, actual expenses on Bread/Biscuits for the period April 05 to Nov. 05 is Rs. 7,65,585/-.

Management's Response: *The main reasons for this sudden increase is due to the change from the "cafeteria "system to the "sit down "system and the decision by the school to give milk and biscuits during the morning break and also before they go to bed.*

7.0 LEDGER SCRUTINY:

7.1 Expenses not yet booked although payments made:

1.2 Date	V. No	Particulars	Amount Rs.	
21.6.2005	MBP 81	Monster.com India P. Ltd.	10469	
31.08.2005	MBP 160	Prashant Tailor	31875	
08.04.2005	MBP 51	Seva Marketing	20000	
20.01.2006	MBP 141	Seva Marketing	22500	
27.06.2005	MBP 139	Super Mat	8500	
01.04.2005		V. L. Yadav	50000	Debit Opening Balance
30.11.2005	MBP 165	Virtual Exposition	16360	
09.01.2006	MBP 75	Virtual Exposition	18188	
30.04.2005	MBP134	Educational Initiatives P. Ltd	17000	
01.07.2005	MBP 3	Educational Initiatives P. Ltd	78625	
17.11.2005	MBP 93	Advocate Holkar	20000	

24.11.2005	MBP 120	Advocate Holkar	10000	
17.10.2005	MBP 67	Amrut Electricals	11500	
19.11.2005	MBP 101	Haresh B Bhilare	50000	
29.8.2005	JV 157	Kasurde Baban	8000	
26.5.2005	MCP 79	Principal - Advance	20000	
15.7.2005	MBP 112	Halward Eng. P. Ltd	22217	
11.10.2005	MBP 51	Halward Eng. P. Ltd	10219	
07.7.2005	MBP 53	Indilink Webhousing P Ltd	1125	
16.8.2005	MCP 142	Jyotiram Pawar	8245	
23.8.2005	MCP 148	Jyotiram Pawar	7786	
1.3 Total			**472140**	

Recommendation:

- When the nature of the payment is no longer an advance, expenses should be recorded.

Management's Response: *We have not received bills from many of above parties. We are following up with the parties for the bills. Many of above queries has been cleared.*

- **Expenses to be capitalized:**

Date	**V. No**	**Particulars**	**Amt (Rs)**	
10.10.2005	PLR 1	Pace Telesystems	16640	Purchase of CPU
23.11.2005	PLR 5	S'Tech Computers	23000	Purchase of D Link Modem
27.4.2005	PLR 4	S'Tech Computers	8750	Purchase of 3 D link Modem
11.6.2005	PLR 1	S'Tech Computers	11400	Purchase of MS Windows 98
1.7.2005	PLR 5	S'Tech Computers	24500	Purchase of UPS & Switch 24 port
16.7.2005	PLR 2	S'Tech Computers	10700	Purchase of part of Laptop
05.8.2005	PLR 4	S'Tech Computers	46800	Purchase of Router
20.8.2005	PLR 2	S'Tech Computers	23050	Purchase of 5112 MB Ram
8.10.2005	PLR 5	S'Tech Computers	9400	Purchase of Wireless Access
8.10.205	PLR 7	S'Tech Computers	10500	Purchase of Dazzle USB Video
02.8.2005	MCP 7	Advocate Holkar	40020	Paid to Sub-Registrar,Wai towards Stamp Duty for Sale-Deed of property plot no.442,444 & 445
02.8.2005	MCP 11	Advocate Holkar	217600	Paid to Sub-Registrar,Wai towards Stamp Duty for Sale-Deed of property plot no.442,444 & 445

02.8.2005	MCP 16	Advocate Holkar	31980	Paid against expenses for sale-deed of plot no.442, 444 & 445
02.6.2005	JV 11	Kasurde Baban	25000	Paid for bringing power of attorney from his brothers & sister for plot no.443
16.7.2005	JV 70	Kasurde Baban	25000	Paid for arranging the execution of all documents by all his family members for Plot no.443, 441
23.7.2005	MCP 158	Kasurde Baban	15000	Paid advance for regularizing the land documents to plot no.441 & 443
31.8.2005	PLR 7	Pace Telesystems	12610	Purchases of Jelly field cable for EPABX System
01.9.2005	PLR 7	Pace Telesystems	5625	Purchases of Jelly Field Unarmed cable for EPABX System
27.9.2005	PLR 2	Pace Telesystems	16250	Purchases of 25 Pair Jelly cable and Outdoor MDF Box for EPBX systems
10.10.2005	PLR 1	Pace Telesystems	16640	Purchases of EPABX system CPU
02.7.2005	PLR 1	Rajiv Marketing	93000	2 Godrej Overhead Projector, 10 Projection Screen
Total			**683465**	

Recommendation: Above-mentioned expenses, which are of capital nature, should be capitalized.

Management's Response: *In consultation with our Statutory Auditor we will be drawing up some guidelines on what needs to be capitalized.*

7.2 Tax Deducted at Source (TDS) – Non Deduction

Date	V. No	Particulars	Amount Rs.
23.7.2005	MBP 154	Prashant Tailor	29735
8.4.2005	MBP 51	Seva Marketing	20000
20.1.2006	MBP 141	Seva Marketing	22500
30.11.2005	MBP 165	Virtual Exposition	16360
9.1.2006	MBP 75	Virtual Exposition	18188
27.8.2005	MBP 145	Wadkar Shankar	20000
31.10.2005	MBP 174	Wadkar Shankar	65000
30.04.2005	MBP134	Educational Initiatives P. Ltd	17000
01.07.2005	MBP 3	Educational Initiatives P. Ltd	78625
17.11.2005	MBP 93	Advocate Holkar	20000
24.11.2005	MBP 120	Advocate Holkar	10000
21.5.2005	MBP 79	Amrut Electricals	8500

17.10.2005	MBP 67	Amrut Electricals	11500
15.7.2005	MBP 112	Halward Eng. P. Ltd	22217
11.10.2005	MBP 51	Halward Eng. P. Ltd	10219
Total			**369844**

Recommendation:

No Payment should be made without deducting TDS as applicable.

Management's Response: *TDS has been deducted from the above parties and will be deposited before 31st March 2006*

7.3 Investment

FD with Citi bank Mumbai- FD 22416 Rs. 2177733

FD renewed on 2nd Oct. 2005, however renewal entry not made in Books of account.

Recommendation: Renewal entry of FD should be made.

Management's Response: *Renewal entry has been done as per your recommendation.*

7.4 Deposit with CBSE:

Deposit made on 04.03.2004 of Rs. 236237 with CBSE.

However, interest accrued for the period 4.3.2004 to 31.12.2005 not accounted.

***Recommendation*:** Entry for interest on FD should be made

Management's Response*:* *As per your recommendation entry has been done.*

7.5 We have observed instances wherein expenses were booked through bank directly. (Refer Annexure 3)

Recommendation:

To avoid double payment, expenses should not be booked through bank. While booking expenses corresponding effect should be given to the Party Account, and while payments the Party Account should be reversed.

Management's Response: *As recommended, the expenses will be booked to the Party account and not pay directly through the bank.*

7.6 No opening stock accounted in books for following items**:**

Maintenance Store

Kitchen Store.

Management's Response: *Since we computerized the inventory so that we can able to account the maintenance and kitchen stock in books*

8.0 ANNEXURES:

Annexure1:

Average Discount given by supplier (Lucky Stores) on sample basis.

Particulars	MRP (Rs)	SP (Rs)	Discount %
Double Lined Book (100 pgs)	8.00	6.75	15.63
Graph book (60 pgs)	13.00	10.50	19.23
Interleaf Register (100 pgs)	12.00	11.80	1.67
Punching Machine	85.00	78.00	8.24
Black Board Duster (wooden)	25.00	19.50	22.00
Drawing pin	13.00	8.00	38.46
White Board Marker (Reynolds)	29.75	26.00	12.61
Eraz-ex (Whitener)	21.00	19.50	7.14
Ink Cores	52.00	49.00	5.77
White Chalk Box	20.00	18.00	10.00
Average Discount			**14.07**

Annexure:2

Cash receipts without Principal's written approval

Date	Receipt	Particulars	Amount Rs.
18.4.2005	DCR M 59	Received fees from Yadav Harshal Trilok (Std 3rd B	3758
19.4.2005	DCR M 71	Fees and other dues received from Kothamdi Dhwani Prakash	9659

4.5.2005	DCR M 13	Received fees from Tejani Trishna Manish (Std.5th	10690
16.5.2005	DCR M 48	Fees recd. from Sahil Tejani	10000
24.5.2005	DCR M 83	Fees and other dues received	2200
30.5.2005	DCR M 97	Fees and other dues received from Kazi Zeeshan	3560
9.6.2005	DCR M 47	Received fees from Rastogi Paras Anoop. (Std X)	9345
11.6.2005	DCR M 60	Received fees from Karanjkar Pushkar Aniruddha	3618
12.6.2005	DCR M 65	Received from Hiten Babriya. (Std.VIII	15896
12.6.2005	DCR M 66	Received from Hemchandra Shantilal Shah.(Std VII	30000
13.6.2005	DCR M 72	Recived fees from Patne Parth Girish	3225
14.6.2005	DCR M 109	Received from Patel Krishna Rakesh against last year fees	4914
20.6.2005	DCR M 168	Fees and other dues received from Irani Perin	30000
27.6.2005	DCR M 217	Fees and other dues received for Prajakta G.Ranjane	4510
11.8.2005	DCR M 44	Fees and other dues received for Indori Balraj Tripal . (5th B	4000
27.6.2005	DCR M 66	Fees and other dues received for Pranav Bagade	5000
16.9.2005	DCR M 83	Fees and other dues received for Chokshi Mihir Piyshbhai	4235
23.9.2005	DCR M 96	Fees and other dues received from Jisha Shirin	20000
15.10.05	DCR M 30	Fees and other dues received for Jadeja Kajal Rajkumar	2911

Annexure: 3

List of expenses directly booked through bank:

07 Jul, 2005	MCP 53	Zumbarlal Mohanlal & Co. towards transportation charges	420.00
29 Jul, 2005	MCP 196	Zumberlal Mohanlal Laiwani towards transport and coolie	444.00
29 Jul, 2005	MCP 198	Tirupati balaji Transports for transportation and coolies.	511.00
08 Oct, 2005	MCP 27	Tirupati Transport for transportation and coolies for edible oil.	1,996.00
11 Nov, 2005	MCP 32	Tirupati Transport Service towards transportation of Edible Oil	1,416.00
11 Nov, 2005	MCP 39	Nathuram Malusare towards transportation	994.00
		Grocery purchased	
26 Apr, 2005	MBP 121	Paid towards purchases of grocery for Ms.Nichola Devis	4,308.00
20 May, 2005	MCP 62	Nichola Devis for purchases of grocery	3,785.00
06 Jun, 2005	MCP 17	Nichola Devis for purchases of grocery	816.00
30 Jun, 2005	MBP 175	Panchgani Stores towards purchases of Sandwitch and	2,560.00

		Pizza	
15 Sep, 2005	MCP 87	Geeta Enterprises towards purchases of Coffee Premix	540.00
21 Sep, 2005	MCP 136	Geeta Enterprises towards purchases of Tea & Coffee Premix	2,641.00
27 Sep, 2005	MBP 160	Lucky Stores towards 8 boxes of Bisleri water for students Pune trip	920.00
10 Oct, 2005	MCP 64	Mr.Ganasa Murthi towards grocery from Dorabjee & Co.	2,767.00
		Kitchen other expenses	
09 Apr, 2005	MBP 56	Unique Electricals & General Suppliers towards repairing	2,450.00
19 May, 2005	MCP 56	Minira Guhilot towards served food to three students for 10 days during kitchen was closed.	3,000.00
18 Aug, 2005	MBP 115	Blue Cool for servicing of fridge (kitchen Dept)	2,225.00
18 Aug, 2005	MBP 117	Unique Electricals & General Suppliers for servicing	11,110.00
17 Nov, 2005	MBP 91	PEST-O-RID PEST CONTROL for disinfestation treatment for Kitchen premises.Bill no.POR/372/2005.	3,857.00
		Repairs and Maint.- Dormitories	
10 Jun, 2005	MBP 40	Ramakant Kalambe towards roofing work for steps	2,500.00
17 Jun, 2005	MBP 68	Mr.Anil (Ankush) R.Shivdawkar towards fixing mesh frems	4,049.00
27 Jun, 2005	MBP 144	Sleepinz n Sitoutz towards purchases of washable mattresses	28,800.00
27 Jun, 2005	MBP 145	Sleepinz n Sitoutz towards purchases of washable mattresses	33,300.00
05 Jul, 2005	MBP 39	Ashok B.Mandhare towards curtains for Grange Dorm.	4,552.00
12 Jul, 2005	MBP 79	Ashok B.Mandhare towards purchases of carpet	3,230.00
13 Jul, 2005	MBP 81	Anil (Ankush) Shivdavkar towards reparing work.	16,432.00
13 Jul, 2005	MCP86	Jyotiram Maruti Pawar towards supplied fire-wood	7,038.00
19 Jul, 2005	MBP 115	Prakash A. Dangiste towards providing & fixing granite door	54,800.00
		Prakash A. Dangiste towards repair & maintenance	1,75,588.0
		Prakash A. Dangiste towards providing & fixing granite door	40,200.00
26 Aug, 2005	MCP 173	Ramakant Kalambe towards repairing work for boiler of Dorm.	1,200.00
01 Oct, 2005	MCP 2	Ramakant Kalambe towards repairing charges.	1,600.00
		Repairs and Maint.- Furniture	
07 Jun, 2005	MBP 27	Anil (Ankush) Shivdavkar towards labour charges	12,108.00
		Anil (Ankush) Shivdavkar towards labour charges..	8,090.00
17 Jun, 2005	MBP 68	Mr.Anil (Ankush) R.Shivdavkar towards Polish work	7,362.00
13 Jul, 2005	MBP 81	Anil (Ankush) Shivdavkar towards labour charges	17,774.00
	MBP 124	Ankush (Anil) Shivdavkar towards carpentry and polishing	17,474.00
		Ankush (Anil) Shivdavkar towards making arch Table	3,760.00
03 Aug, 2005	MBP 28	Ankush (Anil) Shivdavkar towards repairing and polishing	3,085.00
		Ankush (Anil) Shivdavkar towards repairing and polishing	11,489.00
24 Aug, 2005	MBP 141	Ankush Shivdavkar towards repairing furniture as per bill.	14,360.00
05 Sep, 2005	MBP 22	Ankush Shivdavkar towards carpentry charges for carpentry	14,823.00
05 Sep, 2005	MCP 31	Shabbir Glass Works towards fixing glass in Library.	150.00

06 Sep, 2005	MBP 41	Shabbir Glass Works towards repairing	5,360.00
30 Sep, 2005	MBP 170	Ankush (Anil) Shivdavkar towards carpentry work	16,079.00
		Ankush (Anil) Shivdavkar towards carpentry work.	19,797.00
24 Oct, 2005	MBP 137	Ankush Shivdavkar for making two wooden	5,383.00
30 Nov, 2005	MCP 139	Ankush Shivdavkar towards payment for carpentry	6,000.00
		Employers' PF/FPF Contrn.	
18 May, 2005	MBP 60	PF contribution paid to SBI for the month of Apr. 05	1,36,473.00
02 Jun, 2005	MBP 4	Paid to SBI Wai for the month of May 05	1,10,496.00
02 Jul, 2005	MBP 4	Paid to SBI for the month of June 05	1,33,300.00
02 Jul, 2005	MBP 5	Paid to SBI towards PF Diff. of Apr. & May 05	10,158.00
03 Aug, 2005	MBP 29	PF contribution for the month of July 05	1,40,834.00
02 Sep, 2005	MBP 19	Collection of PF for the month of Aug. 05	1,37,849.00
03 Oct, 2005	MBP 17	Collection of PF for the month of Sept. 05	1,44,495.00
14 Nov, 2005	MBP 56	Collection of PF & PT deposited in SBI, Wai	1,40,398.00
Total			**15,37,146.00**

8.1 FORMATS:

Formats 1: Work order for maintenance department

New Era High School

Maintenance Dept. No.

Work Order

Type of Job:

Electricity	Plumbing	Masonry	Welding	Carpentry
Painting	Other			

Requisition from (Dept): **Req given by:**

On Date (Person Name)

Reqn. No:

Name of Worker:

Name of Helper:

Issue slip No.

Work Details:

Work	Material used
Repair	
Replacement	
Removal	
Fixing	
Leakage	
Other:	

Job Completed on

Verified By
Sign

Format 2: Closing Stock Statement

Monthly/ Quarterly Stock Statement															
Department															
Sr No	Particulars	Minimum Stock	Opening			Purchase			Issued			Closing			
			Qty	Rate	Amt (Rs)	Qty	Rate	Amt (Rs)	Qty	Rate	Amt (Rs)	Qty	Rate	Amt (Rs)	